



OFFICE MEMORANDUM

DATE: April 6, 2000

TO: Region Engineers
Region Associate Delivery Engineers
Region Construction Engineers
Resident/Project Engineers/TSC Managers

FROM: C. Thomas Maki
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: Bureau of Highway Instructional Memorandum 2000-07
Revised Project Final Inspection/Acceptance and Certification Report -
Form 1120, and Final Estimate Checklist

The purpose of this memorandum is to notify you of the following changes in the Final Inspection/Acceptance and Certification Report - Form 1120 and the final estimate checklist (attached).

1. The distribution has been reworked to reflect the organizational changes. Copies of Form 1120 should only be distributed to the following divisions, when applicable:

Design Division/Local Agency Programs Unit Local Agency Projects

Freight Services and Safety Division Railroad Projects

Construction & Technology Division/
Engineer of Bridge Operations Projects with Bridge Work
2. A section was added to identify the projects with a warranty, and to verify that the warranty documents are on file. A notation is also required for warranty type, duration, and expiration date.
3. A section was added to verify that the project involved bridge work. You must indicate the date the bridge inspection was requested, and when the inspection was completed.
4. The project certification portion of Form 1120 need only be submitted if the project is non exempt on the National Highway System.
5. The FHWA - 47 Form is only required for National Highway System projects over \$1 million. This is indicated with a check when the project is submitted for final certification.

The final estimate checklist was also revised to reflect these changes. Please note that you must indicate on the checklist if the FHWA - 47 Form and the project certification are required. When these documents are required, they must be submitted with the final estimate package in order to process the final estimate.

Resident/project engineers are requested to share this information with the local government agencies and the consultants under their jurisdiction.

Chief Operations Officer

Chief Engineer/Deputy Director
Bureau of Highway Technical Services

BOHTS:C/T:GT:AW:kab

Subject Index: Final Inspection

cc: C&T Division Engineers
C&T Division Technicians
Real Estate, M. Frierson
Design Division, P. Miller
Maintenance Div., C. Roberts
T&S Div., J. O'Doherty
C & T Div., J. Culp
OEO - C. Ford
OEO - A. Suber
T. Maki
G. Taylor
J. Klee
S. Kulkarni
J. Reincke
R. Knapp
J. Ruskowski
V. Blaxton
B. Jay
K. Trentham
MRBA
MAPA
MCPA
MCA
MAA
AUC
CRAM
MRPA

S. Cook
R. Endres
T. Hynes
G. Mayes
P. O'Rourke
D. Smiley
J. Staton
R. Till
B. MacNall
W. Ragla



OFFICE MEMORANDUM

DATE:

TO: Contractor Payment Unit

FROM: _____
Resident/Project Engineer

Control Section and Job Number _____

Enclosed is the final estimate package for the above mentioned project. The following check list addresses the status of the required documentation for processing final estimates:

Resident/Project Engineer certification expiration date is _____

The date project review was submitted is _____

_____ Status of quantities report has been reviewed and all quantities are balanced

_____ The inspection/acceptance report (MDOT Form 1120) was previously submitted and dated _____

FHWA 47

_____ is attached (if over \$1,000,000 and federally funded on the NHS)

_____ not required

Project Certification (MDOT form 1120)

_____ is attached (**Required** for non exempt federal projects on the NHS)

_____ not required (Project is **not** federal non exempt on NHS)

History sheets

_____ are attached

_____ not required (UPTRAN projects)

_____ not required (funding is the same for all pay items: i.e., all one funding category)

_____ not required (field manager contract)

_____ Final as built plans have been sent to Lansing Design Division (Local Agency need not send as built plans)

_____ Contractor evaluations have been previously submitted

I hereby certify that the final quantities included for payment in this estimate have been properly documented, reviewed, and checked for accuracy in accordance with current published instructions and items in the cover letter/checklist have been addressed.

Project Engineer

Resident/Project Engineer